

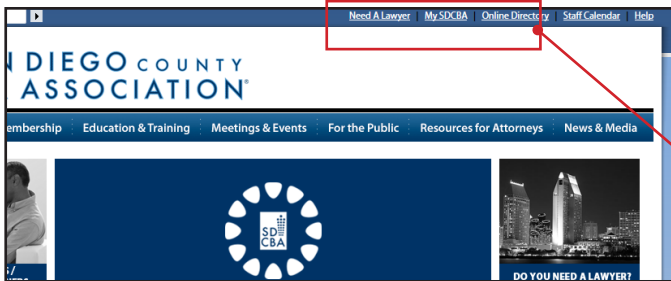
How to Change Your Listserv Settings

Members can choose how to receive listserv messages by selecting one of the following modes:

Digest mode allows you to receive one e-mail per day with all of your messages.

Index mode gives you the option of only reading the e-mail subject lines in one message per day.

Vacation mode allows you to read all of your messages online, without receiving any e-mails in your inbox.



To change your listserv settings:

Log in to the SDCBA website and go to your My SDCBA page.

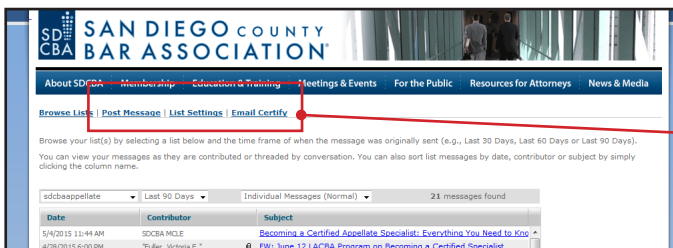
My SDCBA | Or



Under the "My Communications Preferences" section, click "My Listserv Settings."

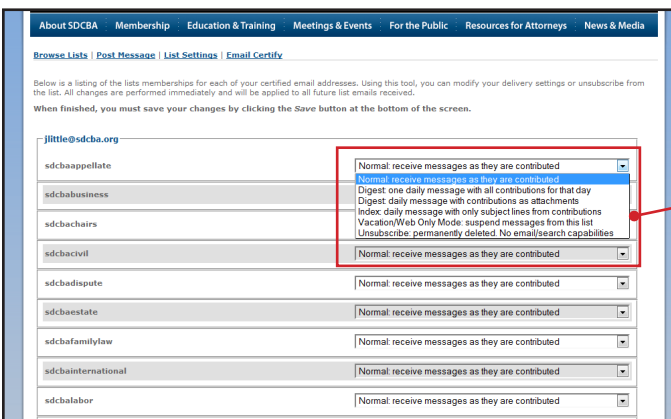
My Communication Preferences

- Fax Options
- My Listserve Settings



Click "List Settings" at the top of the next page.

Post Message | List Settings | Email Certify



Select the setting you desire for your listserves from the drop down menus.

- Normal: receive messages as they are contributed
- Normal: receive messages as they are contributed
- Digest: one daily message with all contributions for that day
- Digest: daily message with contributions as attachments
- Index: daily message with only subject lines from contributions
- Vacation/Web Only Mode: suspend messages from this list
- Unsubscribe: permanently deleted. No email/search capabilities

How to Automatically Move E-mails to a Specific Folder in Outlook

NOTE: Every first business day of the week members receive the SDCBA's e-publication *This Week at the Bar* to keep you apprised of the SDCBA's programs and initiatives. If you use Outlook as your e-mail server and would like to automatically move the messages to a specific folder and not receive them in your inbox, use the following guidance:

- Go to "Tools" on the Menu Bar
- Select "Rules and Alerts"
- Select "New Rule"
- Select "Move message from someone to a folder"
- Under Step 1: Select condition(s), select "from people of distribution list"
- Under Step 2: Edit the rule description, select click on the words "people of distribution list"
- In the "From -->" field, type bar@sdcba.org
- Next, under Step 2: Edit the rule description, click the word "specified" to select which folder you would like the e-mail from bar@sdcba.org to go to
- If you would like to create a new folder for these e-mails, click "New..." on the right hand side of the pop-up box and enter the name for this new folder
- Click "Finish" to close the rule editing box

Please note that by creating this rule in Outlook, all e-mails sent to you from bar@sdcba.org will go straight to your new folder, without notifying you. To ensure that you do not miss any important e-communications from the Bar, be sure to check this folder frequently.